

## Manager Policy and Projects (Targeted)

At the [NSW Department of Education](#), we educate and inspire lifelong learners – from early childhood, through schooling to vocational education and training.

- **Ongoing Full-Time**
- **Parramatta with flexible working arrangements available**
- **Clerk Grade 11/12 \$149,739 to \$173,174 Plus superannuation**

This position is targeted for recruitment of an Aboriginal and/or Torres Strait Islander person and is authorised by the Department's Equal Employment Opportunity (EEO) Management Plan, in accordance with Part 9A of the *Anti-Discrimination Act 1977* (NSW). In the event there are no suitable Aboriginal and/or Torres Strait Islander applicants, all other applications will be considered. Aboriginal and/or Torres Strait Islander applicants are encouraged to indicate their identity in their application and should be willing to provide confirmation of Aboriginal and/or Torres Strait Islander descent either during the application process or prior to appointment, if successful. More information can be found in the policy library under [Confirmation of Aboriginal and/or Torres Strait Islander Descent](#).

### About the role

The Manager, Policy and Projects, leads a high performing team responsible for designing and implementing policy initiatives and reforms in partnership with Aboriginal and Torres Strait Islander communities. Working closely with the NSW Aboriginal Education Consultative Group Inc. (NSW AECG) this role champions culturally responsive design, strengthens shared decision making, and ensures Aboriginal voice sits at the centre of reform.

Key responsibilities include:

- Partnering with Aboriginal and Torres Strait Islander communities to promote genuine shared decision making.
- Championing Aboriginal and Torres Strait Islander voice and leadership across all reform and policy activities.
- Leading research and analysis on complex policy matters and developing early, evidence based strategies to resolve risks.

For further information please [click here to view the role description](#)

### About you

- Provide expert advice and information to guide stakeholders and support policy direction.
- Lead and manage teams to deliver policy commitments and major policy initiatives.
- Develop and implement monitoring and evaluation strategies to identify risks and ensure policy outcomes are achieved.
- Lead stakeholder engagement, consultation and negotiation to develop informed solutions and sound policy recommendations.
- Oversee the preparation of reports, briefs and correspondence to support agency and government needs.
- Knowledge of and commitment to implementing the Department's [Aboriginal Education Policy](#) and upholding the [Department's Partnership Agreement with the NSW AECG](#) and to ensure quality outcomes for Aboriginal people.

### Essential requirements of the role

- Working with Children Check for paid employment
- Demonstrated understanding of and commitment to the [value of public education](#)

### Benefits

- Flexible working arrangements
- 35 hour working week
- Competitive, salary sacrificing, employer's contribution to superannuation and annual leave loading
- Flex Leave entitlements, generous holidays & leave conditions
- Opportunities for advancement and mobility across the Department to support your career growth

### How to apply

Attach a resume (maximum 5 pages) and a cover letter (maximum 2 pages) outlining how you meet the requirements and capabilities of this role.

### Information Session

On **Monday, 8 December 2025 at 11:00am**, the Aboriginal and Torres Strait Islander Recruitment and Advisory team will host an **Online Yarn Up** (information session) about this role. The session will provide a detailed overview of the recruitment process, including applying for the position and interview to build confidence in your application.

To register your interest, please fill out the [registration form](#). We will be in touch with further details and the meeting link. Alternatively, you may email the team at [AboriginalEmployment@det.nsw.edu.au](mailto:AboriginalEmployment@det.nsw.edu.au) with subject line "Yarn Up" noting the job reference number.

Applicants are encouraged to prepare their application materials independently. The selection panel values authentic and personally written responses that reflect your own experience, insights and alignment with the Department's values and priorities.

Please refer to the [Applicant's Guide to Applying](#) to assist you with your application.

If you are an existing Education Support Staff (corporate staff) with the NSW Department of Education, [click here](#) for instructions on how to submit your application.

All other applicants please submit your application by clicking 'Apply Now'.

**Note:** the selection process will include a range of assessment techniques to assist in determining your suitability for the role. Successful candidates will be required to undertake pre-employment screening for this role which includes a National Criminal History Check.

As a condition of employment, successful candidates not currently employed by the Department must provide a valid Working with Children Check (WWCC) clearance number. Renewal is not required after the WWCC expires, as long as you remain in a non-child-related role. Employer obligations only apply while the WWCC is valid.

Candidates must have Australian work rights (citizens, permanent residents, New Zealand citizens or a valid work visa). Ongoing (permanent) roles are open to Australian citizens and permanent residents and New Zealand citizens, while temporary roles welcome applicants with a visa.

### Closing Date: Sunday 14 December 2025 at 11:59pm

For role enquiries please contact Tanya Neal at [tanya.neal@det.nsw.edu.au](mailto:tanya.neal@det.nsw.edu.au) and for recruitment process enquiries please contact Elaine Ordell at [Elaine.Ordell@det.nsw.edu.au](mailto:Elaine.Ordell@det.nsw.edu.au).

To apply visit [workfor.nsw.gov.au](http://workfor.nsw.gov.au) and search [10493-43813355](#)

We welcome applications from all ages and genders, Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse groups, the LGBTQIA+ community, veterans, refugees and people with disability. If we can make some adjustments to our recruitment/interview process to better enable you to shine, please contact the Diversity and Inclusion Team ([youbelong@det.nsw.edu.au](mailto:youbelong@det.nsw.edu.au)) or visit [NSW Department of Education Diversity and Inclusion](#).

*A recruitment pool may be created through this recruitment process. A recruitment pool is a group of applicants who have been assessed and identified as suitable for this role, and who may be considered for a range of similar roles, including temporary, term or ongoing roles, over the next 18 months.*